

Laboratory Accreditation System Executive Committee Meeting Minutes
Thursday, April 27, 2023 1:30 pm Eastern

1) Welcome and Roll Call

Maria opened the meeting. Attendance is recorded in Attachment A. The minutes of March 23, 2023, were approved unanimously after a motion by Mike, seconded by Harold.

2) Response from CSDEC Regarding LASEC Review of Standards Documents

Bob Wyeth, the CSDP Program Administrator, has been on vacation and was unable to respond to Maria's inquiry prior to this meeting.

3) Comments on Revised TNI Voting SOP 1-102 and Revised POL 1-100, Creating or Revising General Policies and Procedures for TNI

These two documents were revised to accommodate the Board's directive that TNI will have only one Voting SOP, so that the specialized voting procedures for both the NELAP Accreditation Council and the Consensus Standards Development Program have been incorporated into SOP 1-102, and POL 1-100 revised to specify that if a policy or procedure created by Policy Committee affects specific program activities (as opposed to general TNI operations), it shall be reviewed in draft form by the affected committees prior to approval by Policy. Jerry has requested comments from NELAP and CSDEC prior to the May Board meeting

The NELAP AC had a few comments, and Maria noted that several of the notes within the definitions contain information that properly belongs in the text of the Voting SOP – Note 1 in Matters Relating to Accreditation that specifies two-thirds of members must be present for the AC to initiate such a vote, the note in the Super-Majority definition that specifies the requirement for two-thirds of the AC to vote in favor (not just two-thirds of those present at the meeting), and the note in SIR Needs Discussion definition that specifies that such a vote requires that the SIR be brought to an AC meeting for discussion. These comments will be returned to Jerry for consideration by Policy Committee prior to final approval.

4) Revised SIR Management SOP 3-105

Silky graciously did the revisions to this SOP, as the comments returned to LASEC were vague but she was present at the Policy Committee meetings where the document was reviewed. Several different sets of comments from a "partial review" have been returned to LASEC, and we have attempted to address those, but it is now the consensus of the full committee that we request a final and complete review of the next submission of an LASEC revision, both to stop the repeated cycle of partial review/revision/return and so that LASEC can address everything and provide a complete and accurate flow chart that will not need further revision.

One instance of duplicate subsections was noted, and resolved. With that minor edit, Bill moved and Louise seconded that the SOP be approved, and in accordance with the revised TNI Voting SOP 1-102, a roll call vote was taken to ensure that the required

super-majority approval was present. All ten (10) members present (of thirteen total) voted in favor of approval. The approved document has been forwarded to Policy Committee.

4) Revised Implementation Guidance SOP 3-114

Lynn briefly explained the additional language added to section 6 in response to Policy's request that the SOP explain how it follows the TNI Document Control SOP 1-104 for IGs. Mike moved and Shari seconded that the document be approved, and the vote was unanimously in favor. Note: as IGs are not binding like SIRs, a super-majority vote is not required, although in this instance, the vote was indeed a super-majority, ten of thirteen. The approved document has been forwarded to Policy Committee.

5) Review of Revised Draft Standard V2M1 Revision 1 and Recommendation to NELAP AC

As the meeting time was expired, this review was tabled until the May meeting. Since the comment period closes on June 30, there will still be ample time to convey LASEC's recommendation to the NELAP AC.

6) New Business

There was no new business.

7) Next Meeting

The next LASEC meeting will be on Thursday, May 25, 2023, at 1:30 pm Eastern. An agenda and any needed documents will be provided in advance.

The next SIR Subcommittee teleconference will be on Thursday, May 18, 2023, assuming that there are SIRs to be reviewed.

Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE ROSTER

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	gamfriedman@gmail.com	1/23 (first term)	SIRs	CA ELAP	AB	Yes
2	Harold Longbaugh, Vice Chair	harold.longbaugh@houstontx.gov	1/25 (3rd term)	SIRs	Houston Lab	Lab	Yes
3	Aaren Alger	Aaren.s.alger@gmail.com	1/23 (first term)	SIRs, Assessment Forum	Alger Consulting & Training	Other	Yes
4	Patty Carvajal	pmcarvajal@sara-tx.org	1/25 (first term)		San Antonio River Authority	Lab	Yes
5	Stacie Crandall	scrandall@hrsd.com	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	No
6	Mike Delaney	mike@mikedelaney.org	1/23 (first term)		Retired (MWRA)	Other	Yes
7	Jack Farrell	aex@ix.netcom.com	1/25 (second term)	Mentor Session	Analytical Excellence	Other	No
8	Brian Hulme	Hulme.brian@epa.gov	1/26 (first term)		EPA R2	Other	Yes
9	Silky Labie	elcatllc@centurylink.net	1/25 (second term)	SIRs	ELCAT	Other	No
10	Bill Hall	George.W.Hall@des.nh.gov	1/25 (second term)	SIRs	NH ELAP	NELAP AB	Yes
11	Louise McGinley	louise.mcginley@tceq.texas.gov	1/25 (second term)	SIRs	TCEQ	NELAP AB	Yes
12	Shari Pfallmer	Shari.pfallmer@pacelabs.com	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
13	Michele Potter	michele.potter@dep.nj.gov	1/24 (second term)		NJ DEP	NELAP AB	Yes

Associate Members

	Debbie Bond	DBOND@southernco.com		SIRs	Alabama Power	Lab	Yes
	Margaret Hurst	mhurst@acz.com			ACZ Laboratories	Lab	No
	Carl Kircher	carl.kircher@doh.state.fl.us			FL DOH	NELAP AB	No
	Dorothy Love	dorothylove@ET.eurofinsus.com		Mentor Session	Eurofins Environmental	Lab	No
	Mitzi Miller	mitzi.mqc@gmail.com		Mentor Session & Assmt Forum	Retired	Other	No
	Judy Morgan	Judy.Morgan@pacelabs.com		Assessment Forum	Pace Analytical	Lab/FSMO	No
	William Ray	Bill_Ray@williamrayllc.com			Wm Ray Consultants	Other	No
	Mohan Sabaratnam	msabaratanam@iasonline.org			IAS	AB (non-gov.)	No
	Nick Straccione	nstraccione@emsl.com		Mentor Session	EMSL	Lab	No
	Katie Strothman	katie@sanderslabs.net			Sanders Labs	Lab	No

Program Admin. Lynn Bradley	Lynn.bradley@nelac-institute.org					Yes
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